



FULBRIGHT ETA HOST INSTITUTION APPLICATION FORM



Please note that this form must be completed in English. Forms in Mongolian will not be considered.

1. Name of applying institution/university:

2. Location/address of applying institution:

- City:
- District:
- Street:
- Khoroo:
- Zip Code:

3. Name of department to host ETA:

4. Brief Description of the department (no more than 250 words), including, but not limited to:
Number of faculty and students, variety of degrees and majors offered, strengths and weaknesses etc.

- 5. Statement of Need:** In no more than 500 words, please explain the following:
- A.** Reasons for wishing to host an ETA: explain why your institution needs an ETA and how it is better suited to receive an ETA over other universities and your institution's interest in American culture and English language etc.)
 - B.** A general outline of the duties you want the ETA to perform – in what way you envision the ETA to support your department and what courses he/she will teach
 - C.** Benefits your institution can offer to the ETA: how you can help the ETA to connect with the community both within and beyond your institution and establish local networks and learn about Mongolian culture and language

6. **Housing:** Institutions wishing to host an ETA are required to provide a housing to the ETA for the entirety of the grant period (from end of August to early June). The housing must:
- A. Be in or in close proximity to the host institution or downtown Ulaanbaatar (if the institution is not in UB, the housing must be close to the main center of the town)
 - B. Be fully-furnished, including easy access to kitchen and laundry appliances
 - C. Have running water and heating system
 - D. Have reliable electricity and internet
 - E. Meet basic security standards, including, but not limited to:
 - Solid secure door;
 - Good lighting inside and outside ;
 - Be able to access the housing 24-7;
 - Alternate exit access in case of emergencies.

7. **Contact information** of the main point person (for teaching, housing and other mentor support):
- A. Full Name:
 - B. Title:
 - C. Office Phone: Cell Phone:
 - D. Email Address:

8. **Visa Support:** Hosting institution is responsible for assisting the ETA with obtaining the following:
- A. Mongolian H.G visa (work visa);
 - B. Teaching/work permit;
 - C. Long-term residency permit (AKA alien card);

Please indicate if your school will be able to provide all necessary support on obtaining the above visa and residency residential permits.

Yes, we will provide all necessary support

No, we are unable to provide visa and residency support

9. **Contact information** for person in charge of assisting with visa, work permit and residency permit:
- A. Full Name:
 - B. Title:
 - C. Office Phone: Cell Phone:
 - D. Email Address:

10. **Orientation Requirements:** The U.S. Embassy organizes a month-long cultural and methodology orientation for the selected ETAs in the month of August. Hosting institutions are required to participate in the August ETA orientation by attending orientation meeting, giving presentation about the school, taking the ETA to the institution to introduce to the school, faculty and housing, send 3-4 faculties to attend a 7-day English teaching methodology training. Please indicate here if your school will be able to comply with the orientation requirements.

Yes, we are able to fully comply with the August orientation activities as necessary

No, we are not able to fulfill all or some of the orientation activities